

# Application Checklist for Tree Removals

1. Requests to remove up to two trees with 6" DBH or greater requires using the [Tree Removal application](#).
2. Requests to remove 3 or more trees with 6" DBH or greater requires using the [Minor Landscape Change application](#).
3. Requests to remove a tree with a 16" DBH or greater and with written permission from the TOMP approving the removal uses the [Maintenance & Repair application](#).
4. Requests to remove a tree, with 6" -15" DBH, that is threatening your property and has a written report from a certified Arborist recommending the removal uses the [Maintenance & Repair application](#).

## Required application items:

\_\_\_\_\_ **Review Fee** for the Tree Removal application or Minor Landscape Change application.  
*\*The Maintenance & Repair application does not require a review fee and can be approved without a review by the IDC coordinator.*

\_\_\_\_\_ **Pictures** of house showing existing tree(s) and the landscape surrounding area of the tree(s) to be removed.

## **Provide the additional requirements listed below that are applicable to your request & application:**

### \_\_\_\_\_ **Tree removals using the Maintenance & Repair application**

- Identify location of the trees on the property & type of the tree.
- Include any proposed plan and details for replacing the trees. (plant material, size & quantity.)
- For removal of a tree with 16" DBH or greater, you must submit a copy of the TOMP's written permission allowing the removal and tree and mitigation schedule if required by TOMP.
- For removal of a tree that is posing a threat or is diseased, you must submit a written letter from a certified Arborist recommending the removal.

*\*Trees 16" DBH are protected and must have TOMP approval to be removed. Exception are Gum, Bradford Pear, China Berry, Pines, River Birch, Mimosa, Chinese Tallow, Camphor, and White Poplar (unless located within a buffer or Right-of-Way or easement)*

*\*Trees with a diameter of 24" or greater are considered historic and approval from the Board of Zoning Appeals may be required prior to removal.*

### \_\_\_\_\_ **Tree removals using the Tree Removal application.** (removal of up to 2 trees with a 6" DBH or greater)

- [Review fee](#)
- Identify location of the trees on the property & type of the tree.
- Include any proposed plan and details for replacing the trees. (plant material, size & quantity.)
- If any of the trees has a 16" DBH or greater, you must submit a copy of the TOMP's written permission allowing the removal and tree and mitigation schedule if required by TOMP.
- If any of the trees is posing a threat or is diseased, you must submit a written letter from a certified Arborist recommending the removal.

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### **Tree removals using the Minor Landscape Change application.**

(removal of 3 or more trees with a 6" DBH or greater)

- Review fee
- Identify location of the trees on the property & type of the tree.
- Include any proposed plan and details for replacing the trees. (plant material, size & quantity.)
- If any of the trees has a 16" DBH or greater, you must submit a copy of the TOMP's written permission allowing the removal and tree and mitigation schedule if required by TOMP.
- If any of the trees is posing a threat or is diseased, you must submit a written letter from a certified Arborist recommending the removal.